

11 AUG 1975

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A


SUBJECT : Comparative Report of Paper Usage and Costs - FY 1975
Versus FY 1974

1. This memorandum and its attachments represent the final report on the joint ISAS/OL objective to reduce FY 1975 paper consumption within the Agency by 5 percent from FY 1974. That goal has been met and well exceeded.

2. Attachment 1 is the summary report of Central Depot (CD) issues from stock and Logistics Services Division (LSD) direct purchases from the General Services Administration (GSA) for paper products. The summary compares FY 1975 to FY 1974 paper usage for the fourth quarter, usage for the year, and paper costs for the year. Although usage increased for some particular categories of paper products during both the fourth quarter of FY 1975 and the year as a whole, overall paper consumption decreased 23.5 percent for the quarter and a healthy 21.6 percent for the entire year. Unfortunately, paper costs continued to increase during FY 1975, and the cost of paper through CD and LSD sources increased 9.8 percent for the year. Attachment 2 contains the background data on CD issues and LSD direct purchases to support the summary.

3. Attachment 3 summarizes paper usage in Printing and Photography Division (P&PD) on both quarterly and annual bases. During the fourth quarter of FY 1975, and for the first time during the year, paper consumption by P&PD increased (16.0 percent). This increase in paper usage was brought about by the many requirements for documents by the various investigating bodies, by increased usage of the Xerox 1200 for computer reports, and by the completion of several large publications. Even with these increased requirements, P&PD still exceeded the paper-saving goal by decreasing its paper consumption by 7.8 percent during FY 1975. Again, the continued rise in paper costs impacted heavily on P&PD; the cost of its paper products increased 26.4 percent over FY 1974.

4. In summary, we are quite pleased with the Agency's success in meeting the challenge of reducing paper consumption in the face of ever-increasing normal and extraordinary requirements. Although paper costs have risen sharply, those costs would have been measurably higher had the Agency not undertaken the paper-saving objective during FY 1975.


Director of Logistics

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